Download Instructions for the 2008 Mental Health Cost Report Application (Access 2003 version)
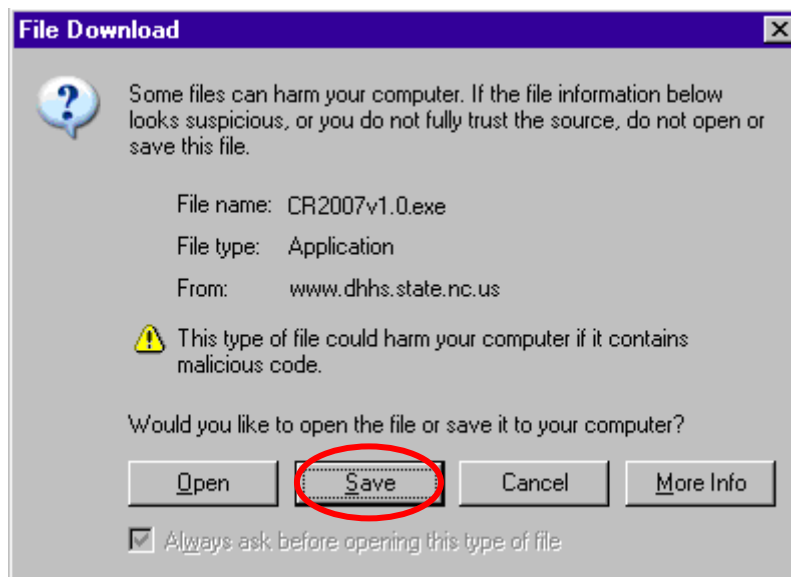
Note: The example screens were taken from a Windows XP operating system using Windows Explorer. If you are using a different operating system or browser, the actual screens that you see could be slightly different, but the process should be the same.

Note: Download file names may change as the cost report is updated. The download process is still the same even if the file name you see is different than what is illustrated below.
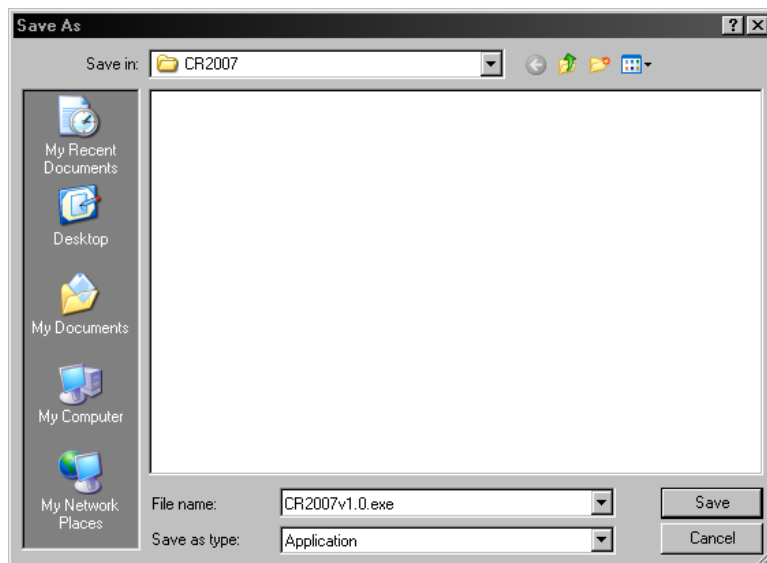
Note: If you do not have a folder named "CR2008" on your C:\ drive you will need to create one before you begin the download.
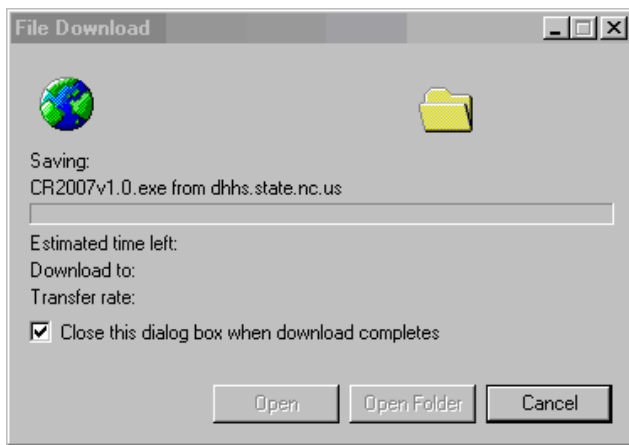
To download, click on the **CR2008v2.4.exe** link found on the web page for the 2008 Mental Health Cost Report.

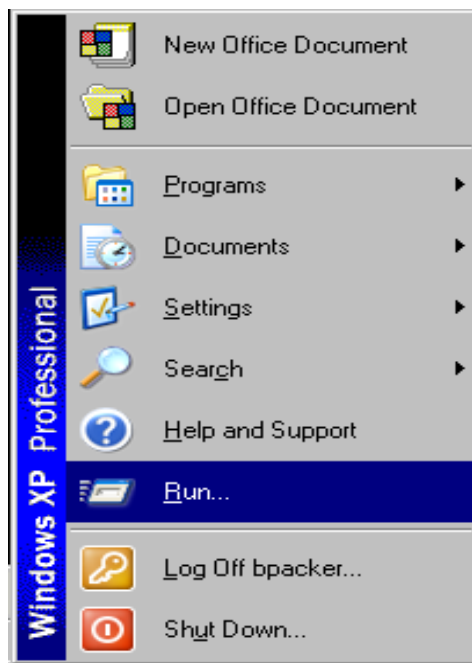Once you click on **CR2008v2.4.exe,** the following screen should appear.

Click on **Save**. You will now be asked to select the location to save the file in. Use the drop down list at the top of the screen to select **C:\CR2008**. The F**ile name** at the bottom of the screen should be **CR2008v2.4.exe**. Once these fields are correct, click on **Save**. A status screen will appear and should automatically close when the download is finished.
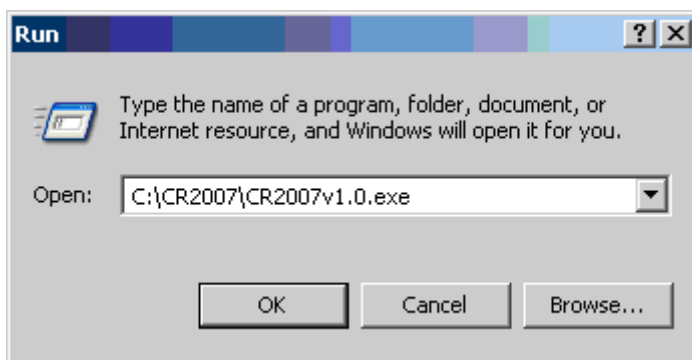
Once the download is finished, go to the bottom left hand corner of your desktop and click on the **Start** button.
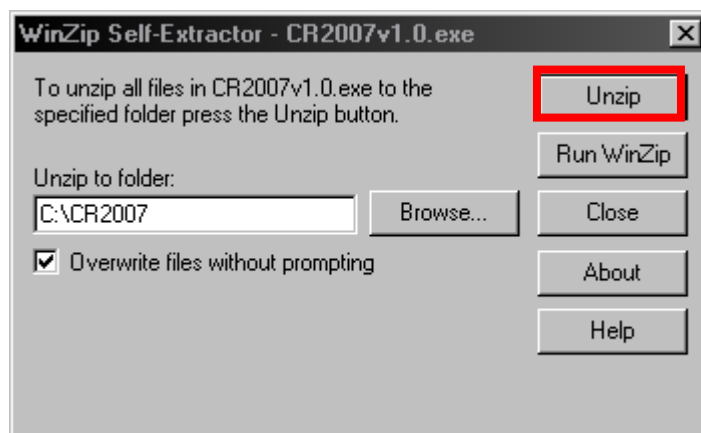

On the pop-up menu (as shown above) go to **Run** and click on it.
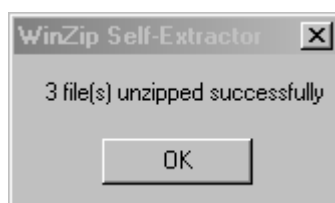
The following screen will appear.

On the **Run** screen in the input field titled **Open,** enter **C:\CR2008\CR2008v2.4.exe** and click on **OK** to bring up the WinZip Self-Extractor window.
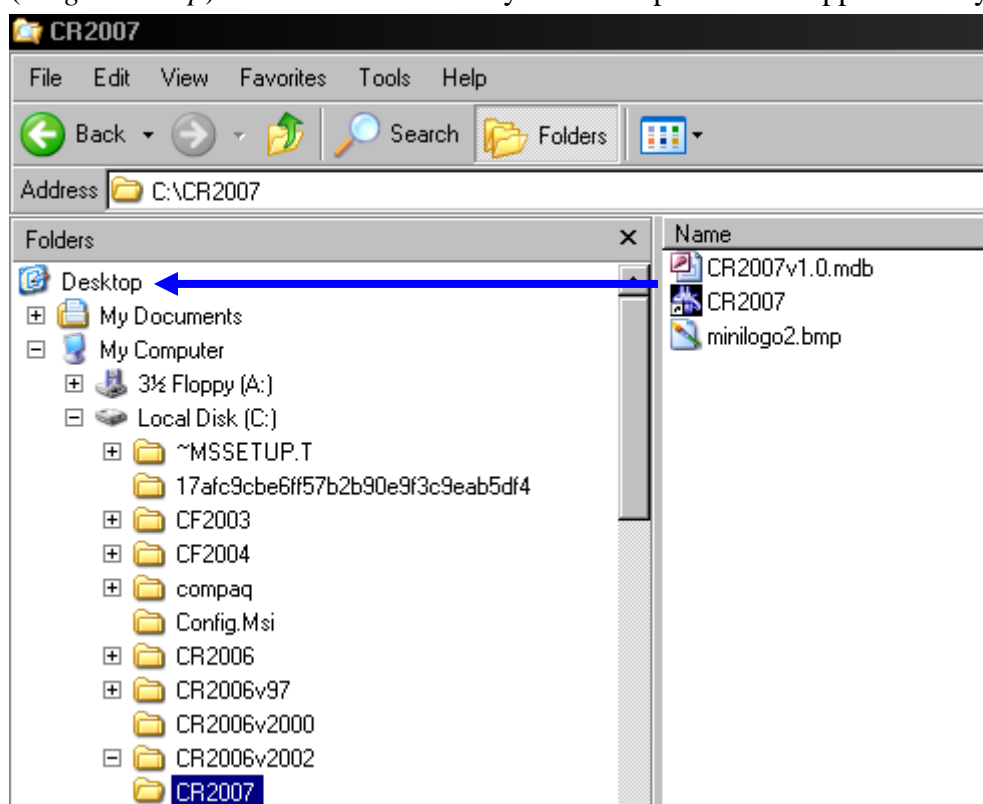
The **Unzip to folder:** field should have **C:\CR2008** already entered and you will just need to click on the **Unzip** button. When the process is finished you should see the following screen. Click on **OK** to close the window. Then click on the **Close** button on the WinZip Self-Extractor screen.
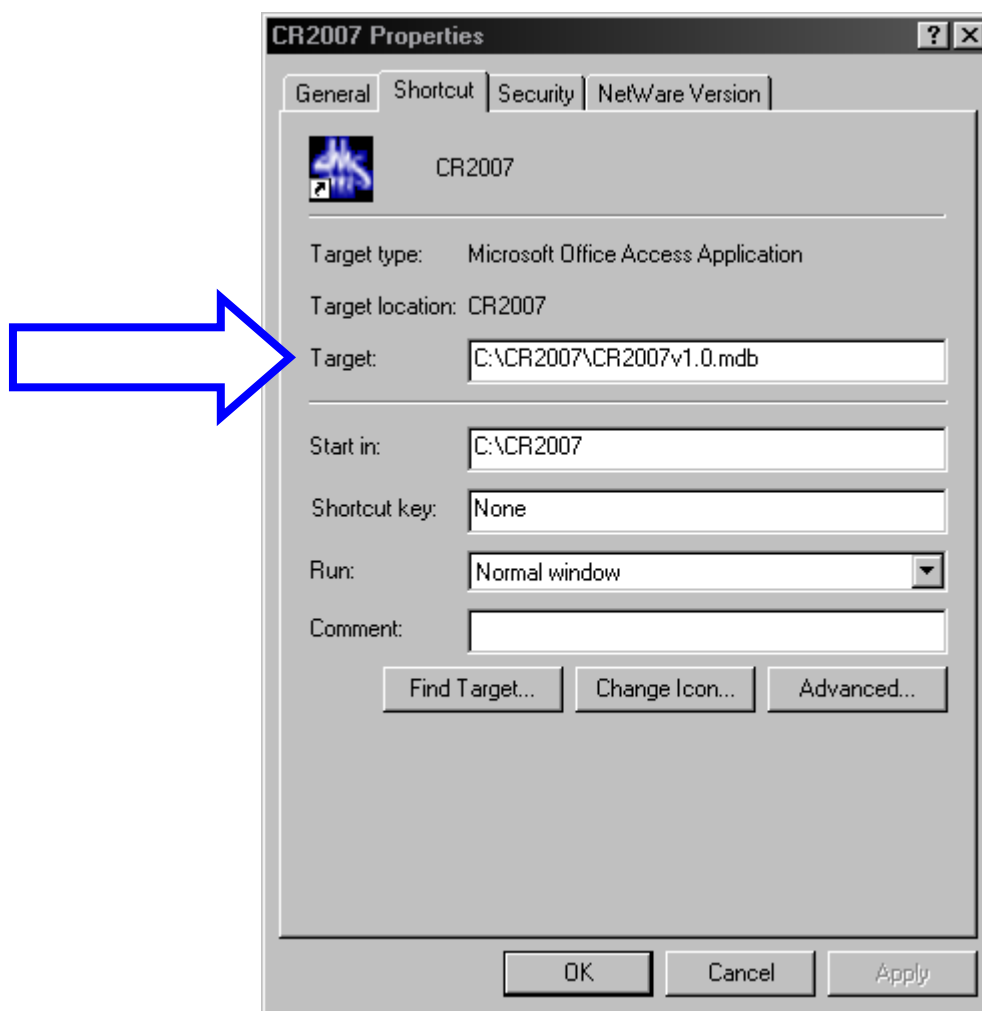
The unzip process will create the **CR2008** folder on your **C:\ drive** and place three files in it.

You will need to open this folder, find the **CR2008** shortcut icon, and move it to your **desktop** (*drag and drop*). Use this shortcut on your desktop to run the application by double clicking on it.

The Target field in the shortcut is filled in as follows: **C:\CR2008\CR2008v2.4.mdb**

The <u>Start in</u> field in the shortcut is set as **C:\CR2008**

If your Access files are in a different location on your system or if you move the CR2008 folder to a different location once it has been downloaded, the shortcut will need to be changed to reflect these differences.

Instructions for Customization of the 2008 Cost Report Shortcut.

Right Click on the shortcut that you placed on your desktop.
Select *Properties.*
From *Properties,* Select the *Shortcut tab*.
What you will see is the correct information for systems <u>using the C:\Drive</u>

IF CR2008 is moved somewhere other than the *C*:\Drive, **change** the *C***:** in the **"Target"** line to the correct location.

For example: D:\CR2008\CR2008v2.4.mdb

Then change the **C:** in the "**Start"** box to **D**:\CR2008.

Click the **OK** button when finished.